

SAINT LAWRENCE SEAWAY DEVELOPMENT CORPORATION ADVISORY BOARD CHARTER

1. Committee's Official Designation: The Committee shall be known as the Saint Lawrence Seaway Development Corporation (SLSDC or Corporation) Advisory Board (Advisory Board).
2. Authority: The SLSDC Advisory Board is established under 33 U.S.C. 982(b), and in accordance with the Federal Advisory Committee Act, as amended, 5 U.S.C. App. 2. This charter renews the Advisory Board of the Corporation as required under the provisions of the Federal Advisory Committee Act (5 U.S.C. App.).
3. Objectives and Scope of Activities: The Advisory Board has the continuing responsibility for advising the SLSDC Administrator on Corporation policies as they relate to the overall effective operation and development of the St. Lawrence Seaway.
4. Description of Duties: The Advisory Board shall:
 - a. Review the overall general policies of the Corporation;
 - b. Periodically review the rules of the measurement for vessels and their cargoes transiting the St. Lawrence Seaway together with the rates of charges and/or tolls levied by the Corporation;
 - c. Review Corporation policies in connection with any major design and construction change of navigation facilities; and
 - d. Advise and make recommendations as a result of the members' independent judgments.
5. Agency or Official to Whom the Committee Reports: The Advisory Board shall report to the SLSDC Administrator.
6. Support: The SLSDC, an operating administration of the U.S. Department of Transportation, shall provide administrative support for the Advisory Board.
7. Estimated Annual Operating Cost: The estimated annual operating cost of the Advisory Board is \$11,000. Work-years of SLSDC personnel directly allocable to Advisory Board activities are estimated to be less than the aggregate of one quarter person year.
8. Designated Federal Officer: The SLSDC Chief of Staff will serve as the Designated Federal Officer (DFO) for the Advisory Board.

The DFO shall:

- a. Approve or call advisory board meetings;
- b. Prepare and approve all meeting agendas;
- c. Attend all committee meetings;
- d. Adjourn any meetings when the DFO determines adjournment to be in the public interest;
- e. Chair meetings when directed to do so by the Corporation's Administrator; and
- f. Ensure that a notice of each meeting will be published at least 15 days in advance in the *Federal Register*.

9. Estimated Number and Frequency of Meetings:

- a. Meetings shall be at the call of the Corporation's Administrator and shall convene under the following conditions:
 - i. Meetings will be held not less often than once each 90 days.
 - ii. A notice of each meeting will be published at least 15 days in advance in the *Federal Register*.
 - iii. Meetings will be open to the public, except as specified in the meeting notice.
- b. The Corporation's Administrator or his or her designee shall chair or attend each meeting of the Advisory Board and shall be responsible for:
 - i. Establishing procedures for attendance and appearances by interested members of the public at Advisory Board meetings and for the filing of statements by interested persons;
 - ii. Conducting the meetings of the Advisory Board;
 - iii. Ensuring that minutes of each Advisory Board meeting are kept containing the time and place of the meeting, a record of persons present, a list of the members of the public who presented oral or written statements, and a complete and accurate summary description of matters discussed and conclusions reached. Copies of all reports received, issued or approved by the Advisory Board at their meetings shall be incorporated into the minutes; and
 - iv. Ensuring that in the event the Board decides to hold a meeting closed to the public, it makes a written determination explaining the reasons for the decision and maintains a public record stating that the meeting took place.

10. Duration: The Advisory Board is a continuing committee, subject to renewal every two (2) years.
11. Termination: This charter shall terminate two (2) years after its effective date unless renewed in accordance with FACA and other applicable requirements.
12. Membership and Designation:
 - a. The Advisory Board consists of five Special Government Employees appointed by the President, by and with the advice and consent of the Senate. Not more than three of the members shall belong to the same political party.
 - b. Members of the Advisory Board shall receive for their services as members such compensation as directed by statute. Presently they receive fifty dollars (\$50) per diem when actually engaged in the performance of their duties, in addition to any necessary traveling expenses.
13. Subcommittees: There will be no subcommittees.
14. Recordkeeping: The records of the SLSDC Advisory Board shall be handled in accordance with General Records Schedule 26, Item 2. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.
15. Filing Date: The charter is effective on November 4, 2016 and terminates two (2) years after on November 4, 2018.